

## **FAST FACTS**

### **District Homeless Liaison Responsibilities**

Every school district must have a person in charge of making sure students who are homeless can enroll and succeed in school. The law calls that person the “Liaison”. The district Homeless Liaison can support and help students in homeless situations in many ways.

<b>Policies &amp; Procedures</b>
<ul style="list-style-type: none"> <li>Review local policies and procedures that impact homeless children and youth, such as school enrollment and access to school programs. (This is an LEA requirement that may be assumed by the homeless liaison.)</li> <li>Revise local policies and procedures determined to be potential barriers for homeless children and youth. (This is an LEA requirement that may be assumed by the homeless liaison.)</li> <li>Ensure homeless students are identified by school personnel and other partners.</li> </ul>
<b>Enrollment &amp; Access to Educational Services</b>
<ul style="list-style-type: none"> <li>Ensure homeless students enroll in, and receive equal opportunity to succeed in, the schools of the LEA.</li> <li>Assist children and youth who do not have immunizations or medical records in obtaining the necessary immunizations or records.</li> <li>Ensure homeless families, children, and youth receive educational services for which they are eligible, including free school meals, Head Start, and preschool programs administered by the LEA; as well as referrals to health, mental health, dental, and other appropriate services.</li> <li>Ensure parents and guardians are informed of educational and related opportunities that are available to their children and are provided meaningful opportunities to participate in their children’s education.</li> <li>Carry out the resolution of disputes, ensuring that they are mediated in accordance with the state’s dispute resolution process.</li> <li>Facilitate transportation arrangements.</li> </ul>
<b>Outreach</b>
<ul style="list-style-type: none"> <li>Ensure the parent or guardian of a homeless child or youth, and any unaccompanied youth, is fully informed of all educational rights, including the right to remain in, and receive transportation to and from, the school of origin.</li> <li>Post the educational rights of homeless children and youth in all schools in the district.</li> <li>Post the educational rights of homeless children and youth in the community in places where homeless families and youth may receive services (e.g., shelters, public health clinics, libraries, and soup kitchens).</li> <li>Inform school personnel, service providers, and advocates who work with homeless families and youth about the duties of the local liaison.</li> <li>Collaborate and coordinate with State Coordinators, community service providers, Title I Coordinators, and other school personnel responsible for the provision of education and related services to homeless children and youth.</li> </ul>
<b>Unaccompanied Youth</b>
<ul style="list-style-type: none"> <li>Assist unaccompanied homeless youth in school enrollment and placement decisions, while considering the youth’s wishes in those decisions and providing notice to the youth of the right to appeal such decisions through the dispute resolution process.</li> <li>Ensure unaccompanied homeless youth are enrolled in school immediately pending the resolution of any dispute that arises over school enrollment and placement.</li> </ul>
<b>Data Collection</b>
<ul style="list-style-type: none"> <li>Collect data on homeless children and youth and submit the data to the SEA for the Consolidated State Performance Report.</li> </ul>

If you have questions regarding this issue, please contact the Division of Student Support & Innovation at (888) 605-1951.